

BOARD OF COUNTY COMMISSIONERS
Washington County, Florida
Workshop
1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush	Charles Kent	Tray Hawkins Chairman	Todd Abbott Vice-Chairman	Steve Joyner

I. PROCLAMATION

- A. Call to Order – Chairman Hawkins
- B. Invocation/Pledge – Johnny Evans offered the invocation, which was followed by the pledge.

The Washington County Board of County Commissioners met for a workshop on Wednesday, May 16, 2018, at 9:00 a.m.

Present were Chairman Hawkins, Vice-Chairman Abbott, and Commissioners Bush, Kent, and Joyner. Also present were Jeff Massey, County Administrator, Attorney Fuqua, Fuqua, Milton, & Carter, PA – County Attorney, Lora C. Bell, Clerk, and Risha Brantley, Deputy Clerk.

II. ADOPT THE AGENDA – **Commissioner Joyner offered a motion, seconded by Commissioner Kent and carried to adopt the agenda.**

III. ADOPT PREVIOUS MINUTES –

April 26, 2018 Board Minutes – Commissioner Abbott offered approval of the minutes dated April 26, 2018, which was also supported by Commissioner Joyner.

This item will be listed on the agenda for approval May 24, 2018.

IV. AGENDA ITEMS

- Insurance Update – Robin Riley, Brown & Brown presented Robin Stern, United Healthcare before the board.

Robin Stern, United Healthcare presented before the board an overview of the capabilities of United Healthcare.

Commissioner Abbott questioned the network as well as if there is a third party company that approves/disapproves medicines.

Robin Stern advised that a 98% match was reflected within the top 200 doctors used by members.

In regards to prescriptions, United Healthcare owns their prescription benefits management company, OptumRX, which is where those decisions are made.

Robin Riley, Brown & Brown advised the board that each company has a formulary drug list, which changes twice a year.

The higher level of prescription drugs will be presented with the proposal in order to minimize disruption.

Marla Hayes, Human Resource advised the board that Robin Riley would be present at the June board meeting.

Chairman Hawkins clarified that the rates will be available at the June meeting.

- Adoption of Florida Building Code and National Electric Code Ordinance – Dana Whipple, Building Official followed up with the board from the April meeting. An ordinance has been drawn up for the adoption of the Florida Building Code and National Electric Code regarding updates.

Chairman Hawkins advised this is for updates required by the State of Florida.

Jeff Massey, County Administrator advised the board a public hearing would be held at the regular meeting in regards to the ordinance.

- Update on Project 79 – Ted Everett, Economic Development updated the board. They are currently exploring the ILA2, which will be presented to the board for adoption. The ILA2 identifies the authority's responsibilities. The approval of the ILA2 will set up the authority, which would have to be approved by all three-government entities. This should be back before the board within the next month to month and a half.
- Proposed Water/Sewer Grant for City of Vernon – Ted Everett, Economic Development addressed the board. The board previously approved a development order, titled Washington Square, which is north of the City of Vernon.

Hangers were included on the bridge when it was built to allow for water and sewer lines in the future.

He requested permission to write a grant for \$650,000.00 - \$950,000.00 to be used to move the water and sewage to that site.

If approved the owner has agreed to add the annex by the City of Vernon

as well as offer a half-acre site for a lift station, in which the City of Vernon is agreeable to and have the capacity.

Chairman Hawkins suggested that the board might have to enter into an inter-local agreement with the City of Vernon, which he would like to see sent with the grant application package.

Ted Everett advised once the information is compiled it will be brought to the board for review.

The approval to allow Ted Everett to write a grant for the water and sewage discussed above will be listed on the consent agenda.

Chairman Hawkins called a recess at 9:36 a.m. The meeting resumed at 9:47 a.m.

- Section 8 HUD Program – Joel Paul, Jr., Executive Director, Tri-County Community Council gave the board notice that the Tri-County Community Council will be resigning as the contractor and the administrator of the HUD and voucher program effective September 30, 2018.

Tri-County is willing to provide assistance with the transition. There are agency's that specialize in these programs.

Chairman Hawkins suggested putting out an RFQ/RFP as soon as possible.

County Attorney Fuqua advised the board that he would like to research

the issue with the state in regards to responsibility.

Stacie Northey advised that she does not want the applicants to fall through.

Chairman Hawkins advised the program will continue but their intent is to ensure that it is in the correct hands.

- FDOT Highway 79 Widening Project Easement – Karen Shaw, Grants, Special Projects Coordinator addressed the board in reference to the easement agreements, and resolutions regarding the Highway 79 widening project. The right-of-way plans are also available.

The easement agreements and resolutions will be listed on the consent agenda.

- Public Services Policy Manual – Renae Rountree, Library Director addressed the board in reference to a circulation policy and code of patron conduct.

Chairman Hawkins requested County Attorney Fuqua review the policy and if there are no concerns the policy will be listed on the consent agenda. If there are concerns, the item will be listed on the regular agenda.

- Unused Sick Leave Revision – Marla Hayes, Human Resources updated the board on the previous decision made by the board to grandfather those that are going to retire within the next five years, paying them in accordance with the old policy.

After discussion with the county attorney, the recommendation is for section 6.11 (unused sick leave) to be in effect for all employees through the end of the current fiscal year, September 30.

At that time, this section will become effective and will then grandfather in for the following five years those who retire; not resign, but retire.

Marla Hayes read the following: Special exception, this section of the handbook will become effective on October 1, 2018. Until that, time sick leave will continue to be paid in accordance with the employee handbook approved August 2009. Employees retiring on or before September 30, 2023 will continue to be paid under the old policy.

Marla Hayes advised the employees will requested to sign for the update, showing the update had been received.

The policy update will be listed on the consent agenda.

V. COUNTY ENGINEER – Cliff Knauer updated the board on the following:

County Engineer Knauer introduced intern Thomas Brandon.

- Bridge Condition – The bridge that is located on Old Bonifay Highway is in poor condition. Reports on the structural evaluation have been received from the Department of Transportation in reference to the bridge. The pilings are in poor condition.

The intent is to be proactive.

In order to repair the pilings geotechnical borings, and standard penetration testing are required.

The crutch type scenario would likely be the answer. The difficulty is that depths of the piles need to be identified to get capacity out of the crutch.

Chairman Hawkins advised that he would like the Department of Transportation to know that they would still like the bridge replaced even if repairs are done.

County Engineer Knauer advised that it would be considered an emergency repair.

The intent is to have a plan in place in the event the Department of Transportation closes the bridge.

Commissioner Abbott requested the timeframe in which the bridge is scheduled to be replaced.

Commissioner Bush questioned if the repair could be advanced.

County Engineer Knauer advised the board that he would follow up at the next meeting.

In regards to the MOT flagmen will have to be set up in two different locations.

Per direction from County Administrator Massey, the geotechnical company will provide an alternate.

It will take a day to do each of the borings.

- Twin Pond Road – Carol Creel provided a copy of the boundary survey that she had done on her property.

The surveyors have composed a proposal which has been presented to County Administrator Massey. The cost is \$6,000.00 for the boundary work and the topographic survey on the road. The survey cost is \$6,000.00.

Chairman Hawkins asked if the issue could be taken care of on Carol Creel's property.

County Engineer Knauer advised no.

The boundary and topographic survey will be listed on the consent agenda.

- 2018 Mud Hill Landfill – County Engineer Knauer advised the board that semi-annual water tests are continuing to be done per the Department of Environmental Protection.

Remediation system semi-annual report, sampling, and analysis is also being done, which is done by The Water Spigot.

The water quality testing is \$2,400.00 annually and the remediation

system is \$9,400.00.

This item will be listed on the consent agenda.

The Water Spigot does the testing and Dewberry does the reporting, and monitoring; everything that goes to the Department of Environment Protection.

County Engineer Knauer suggested that in four years all the testing would go away. This would eliminate the expense to The Water Spigot and the \$2,400.00.

Restrictive covenants are currently being done to close out the Chipley Landfill. A portion of the final closeout for the landfill is a restrictive covenant that has to be recorded on the property, advertised, and approved by the Department of Environmental Protection.

The same thing will have to be done at Mud Hill.

- Cope Road – The design is progressing and should be complete between 2 – 3 weeks.
- Bonnet Pond Road/Obie Street – Utility clearances are currently being worked on for Bonnet Pond Road.

Potential advertising should be within the next 45 days for Bonnet Pond Road and Obie Street.

- Orange Hill Highway – The sub-grade was sampled on Orange Hill

Highway and it is over 40, which will allow for using the material for sub grade.

- Boundary Survey and Topo – Southeastern Surveying has provided a cost of \$3,600.00 for a boundary survey for the 5-acres at the location of the corner of Spring Hill and Highway 77. A topo will be done on 2-acres of it.

Chairman Hawkins directed that the expense to come out of the funds for the fire department from the Department of Transportation for the purchase of the voting precinct.

The board agreed to list the expense for \$3,600.00 from Southeastern Surveying on the consent agenda.

Commissioner Bush suggested requesting the state go further down the road to at least catch the entrance of the fire department.

Chairman Hawkins requested Karan Shaw contact the Department of Transportation in reference to Commissioner Bush's request.

- Buried Tanks at the Old Jail – County Engineer Knauer updated the board. Prior test done on the old jail in which asbestos was found as well as underground storage tanks. Contamination was found from the underground storage tanks in a limited area. As a result, of that the Department of Environmental Protection required that monitoring wells be installed.

The monitoring wells were not installed as required.

During the construction of the new courthouse, the issue was brought up again by the Department of Environmental Protection.

Terracon was hired to install the wells.

The report was done and forwarding to the annex for approval during an earlier time-period under different management but there was no response.

Recent contact was made requesting approval to submit the report, which was given.

Everything is complete but there was a huge lapse in time by the time the work was completed and the time that the report was sent to the Department of Environmental Protection.

The wells will have to be monitored.

- VI. PUBLIC WORKS SUPERVISOR – Johnny Evans updated the board.
- Orange Hill Road – Crews will be onsite on Orange Hill Road within 2-weeks to mill, compact, and install the drainage.

Commissioner Abbott asked for the paving timeframe.

County Engineer Knauer advised that he would compose the advertisement for the RFP/RFQ.

Chairman Hawkins clarified with County Engineer Knauer that the RFP

would include clipping, paving, and right-of-way establishment for sod.

The board held discussion.

County Engineer Knauer clarified with the board the RFP would include sodding, seed, and mulch.

The advertisement should be for 2-weeks versus 30-days due to the amount of the job.

Kent Road – County Engineer Knauer advised there is progression.

Commissioner Abbott commented that he would like work to start on the north end.

VII. COUNTY ADMINISTRATOR – County Administrator Massey addressed the board.

- Voting Precinct Building – The resolution has been prepared to deed the voting precinct building for the Highway 77 Corridor.

The board agreed to list the resolution on the consent agenda.

- Big Bend – The appraisal has extended the process somewhat but the transaction should be ready to proceed with in 3-weeks.
- Financial Update – Debt Reduction –

In 2009, the debt service was \$9,500,000.00. The debt has been

reduced to \$5,124,000.00. The current debt service is \$4,375,000.00.

FEMA reimbursement is projected to be received in the amount of \$3,500,000.00; possibly more. Applying that to the debt could leave a balance of \$875,000.00.

In meeting with the clerk's office, that debt could be satisfied with the general fund, which would close that note out.

The money is coming back in from transportation funds. General fund could borrow the money from transportation and reimburse the transportation fund \$500,000.00 annually for 7-years. This option would mean that no interest would be due.

The note expires December 1, 2028, which is in 10-years. The amount of interest that would be saved would be an estimated \$1,500,000.00.

The other portion of the debt is the FEMA loan that was taken out to cover the waiting period for reimbursements. \$1,600,000.00 has been received from FEMA. By adding additional funds, \$2,000,000.00 of that has been paid back this year, which leaves \$1,000,000.00. This revenue could be obtained from the transportation fund.

These options are achievable but one of the things that would need to occur is receiving the reimbursement from FEMA of \$3,500,000.00.

Chairman Hawkins commended the previous board.

The obligation that the board made with the franchise fees would still be

viable in reducing the ad valorem.

VIII. CLERK – Clerk Bell addressed the board on the following:

- Vouchers - \$1,413,279.30

This is a consent agenda item.

- The Water Spigot – Last year \$11,570.00 in the testing. Year to date \$6,935.00 has been paid.
- FEMA Audit – The clerk’s office has incurred expenses for the portion of the audit that is FEMA related. John Hamilton assists with preparing for the audit, prior to presenting the information to the auditors for the last couple of years.

The bill for April, which was the final was for \$3,030.00, which the clerk’s office paid due to some of the board being unsure what the invoice covered.

Chairman Hawkins advised that he questioned the invoice because he was unsure if the expenses should be applied to FEMA to be refunded.

How much has been paid to Mr. Hamilton for FEMA purposes.

Clerk Bell advised that Mr. Hamilton has worked on it for two months to prepare and to provide journal entries, which was close to \$5,000.00. Wheeler does not provide that information. This item has been previously written up in the audit.

Chairman Hawkins advised that he does not have an issue paying the expense but would like it specifically earmarked for FEMA and the full expense that has been paid to Mr. Hamilton provided to County Administrator Massey.

Clerk Bell advised that the invoices specify FEMA.

Marla Hayes, Human Resource advised Clerk Bell that the invoices would need to be detailed in order to identify how to charge the service.

IX. COUNTY ATTORNEY – County Attorney Fuqua addressed the board.

- RFP for Audit Services – The RFP has been reviewed by the county administrator and the clerk.

Language has been included to address the cost for additional contractual services.

The RFP has been prepared and only lacks the dates for the proposals to be submitted identified.

Approval of the RFP and setting the date for proposals to be submitted will be listed on the agenda.

The audit committee members were identified as the following:

- County Administrator Massey
- Clerk Bell
- Chairman Hawkins
- Human Resource
- John Hamilton

- Johnnie Pettis, Finance Director
 - Agreement for Code Enforcement Special Magistrate Services – County Attorney Fuqua advised the board the agreement for the code services special magistrate has been prepared for John McDaniel to provide the services.

This item will be listed on the consent agenda.

- Right-of-Way Deed for Skipper Road – The deed has been prepared and is ready for approval.

This item will be listed on the consent agenda for approval upon a clean title.

- Purchase Contract for old Project Pipe – The purchase contract for the old project pipe for \$750,000.00 has been prepared for board approval.

This item will be listed on the consent agenda.

County Attorney Fuqua advised the board that a simplified process in regard to purchasing surplus property has been prepared and given to County Administrator Massey for review and the procurement policy is currently being worked on.

- Landscaping Contract – County Administrator Fuqua addressed the board. The county currently has a landscaping contract with a company for the Sunny Hills area. The county administrator would

like to continue to use their services for various projects throughout the county.

A contract or proposal will be prepared for the boards review.

County Administrator Massey advised the board due to the lack of inmate crews the company mows at the county annex twice per month, which would be a reoccurring expense.

County Attorney Fuqua advised that his understanding is that the work is for individual projects.

Chairman Hawkins advised that he does not have any concerns with a one-time occurrence but does with an annual contract.

County Attorney Fuqua advised the current contract is for different projects in the Sunny Hills area, which could not be piggy backed from.

The board recognized Chris Hyatt, Veterans Services for receiving a certificate of appreciation from the State of Florida Veterans Affairs.

X. ADJOURN

Deputy Clerk Brantley

Date Board Approved